

LAFCO STRUCTURE AND ORGANIZATION

The San Bernardino Local Agency Formation Commission consists of the following members:

- Two members of the County Board of Supervisors and one alternate, appointed by the Board from its own members;
- Two City Council members and one alternate, appointed by the City Selection Committee composed of the mayors of each of San Bernardino County's twenty-four (24) cities;
- Two Special Districts representatives and one alternate, appointed by the Special Districts Selection Committee consisting of the presidents of each of the County's fifty-five (55) independent special districts; and
- One Public Member and one alternate, appointed by the other six Commission members after review of applications.

The San Bernardino LAFCO is an independent body responsible for selecting its staff and establishing personnel rules and regulations. In San Bernardino County, the staff consists of:

- An EXECUTIVE OFFICER, who is required by state law to administer the day-by-day activities of the Commission and the staff, prepare and/or approve the "staff reports" which are circulated in advance for all items being considered by the Commission, and represent LAFCO in most matters in relationship with the public and other governmental bodies;
- A DEPUTY EXECUTIVE OFFICER, who assists in doing the research, gathering the data, and writing preliminary staff reports for proposals submitted to the Commission for consideration.
- A LEGAL COUNSEL, who interprets the law and gives legal advice to the Commission and staff on matters relating to LAFCO proceedings and decisions; and
- An ENVIRONMENTAL CONSULTANT, who reviews proposals filed with LAFCO for environmental effects and prepares a written response. The environmental consultant makes certain the proposals follow the requirements of the California Environmental Quality Act (CEQA) and the Commission's environmental guidelines and policy.

- A CLERK TO THE COMMISSION, who keeps the records of proposals submitted, maintains the record of the official proceedings of the Commission, and files official reports to the many elements of state and local government who depend on LAFCO for changes in official records;
- A LAFCO SECRETARY, who processes proposals submitted, publishes the required legal notices, sends information and notices to people and agencies who should have these, and performs the clerical and secretarial duties for the office;

In addition, the County Assessor, Registrar of Voters, Surveyor, Planning staff, other County staff members, and many cities and districts contribute to make up the background information contained in LAFCO staff reports.